

An EO/AA Employer
Position Announcement

POSITION: Associate Director: Programs and Grants Position #: 42236
(State Title – Associate Director: Research Programs/Services)

DESCRIPTION OF WORK:

The Associate Director: Programs and Grants participates in planning, implementing, and evaluating funded programs that are consistent with the Center's mission and goals. The Associate Director oversees programs, such as the Robert Wood Johnson Foundation State Implementation Program grant, the FCN's Retention and Recruitment Small Grants Program, and the Florida Action Coalition, working directly with state and national partners. The Associate Director reports to the Executive Director, may serve in her/his absence, and supervises staff assigned to projects.

PRIMARY RESPONSIBILITIES:

- Initiates, plans, implements and evaluates all aspects of assigned programs.
- Establishes and maintains collaborative partnerships critical to achievement of project goals.
- Develops, monitors, and reports on measurable outcomes to gauge effectiveness and achievement of program and FCN objectives
- Assumes responsibility as the primary point of contact for assigned programs, such as the Florida Action Coalition.
- Communicates through verbal, written and electronic means with national, state, and local partners.
- With the Principal Investigator (if not serving in that capacity) assists in communication and submission of required documents in compliance with grantor expectations.
- Organizes all meetings, events, and marketing efforts related to the assigned programs.
- Prepares written reports and manuscripts for publication.
- Represents the project and Center at selected meetings, conferences and committees.

QUALIFICATIONS:

Education – Master's degree in nursing or related field required, doctorate degree preferred.

Experience – Demonstrated success in program development, implementation and management, including budget oversight is highly preferred.

Licensure: Eligible to be licensed as a registered nurse in Florida – preferred.

SALARY: Commensurate with experience and education / Full-time, benefits eligible position

APPLICATION PROCESS: FL Center for Nursing is housed at the University of Central Florida.

Applicants **MUST** apply through jobswithucf.com. No paper applications, resumes, cover letters or emails will be accepted or considered for this A&P position. Cover letters, resumes, and other documents can be attached through the website.

For more information on the Florida Center for Nursing visit the website at:
www.FLCenterForNursing.org

Applications will be accepted April 3 through April 24, 2015